STATEWIDE PERSONNEL
SYSTEM

Create Position

November 2014

Table of Contents

Create Position Business Process

Business Process Overview

A position must be created when a new position is approved through the budget process or by the agency under some authority.

The process steps in the Create Position business process are listed in the table below.

Process Steps	Role	Description
Initiate Create Position	HR Coordinator	Enter position details and restrictions.
Change Organization Assignments	HR Coordinator	Assign agency budget code and fund for the position.
Agency Approvals	HR Partner	HR Director approval.
	Appointing Authority Partner	Appointing Authority approval.
	Agency Budget/Finance Partner	Agency budget approval.
DBM Approvals	Central Class Partner	DBM CAS approval.
	Budget Administrator	DBM OBA budget approval.
Assign Costing Allocation	HR Coordinator	Assign costing allocation for the position.
Create Job Requisition	HR Coordinator	Create a job requisition to make the position available for recruitment in JobAps.

NOTE: Approval routing is based on the reason selected when initiating the business process.

Events and Reasons

Upon creating a new position in Workday, you will have to specify the reason for the position request.

Event	Reason
Create Position	Off-Cycle (BPW) Approval
	Annual Budget
	Temporary Worker
	Intern
	Non-Budgeted Permanent
	Contractual
	Split a Position
	Contingent

Before you begin…

You will need the following information to complete the Create Position process:

- Supervisory Organization
- Title of job posting
- Availability Date or Earliest Hire Date
- Job Profile (Classification/Class Title)
- Location of position
- Time Type (full time/part time)
- Worker Type (employee/contingent worker)
- Worker Sub-Type (State/Regular, Contractual, Temporary, Intern, Vendor, etc.)
- Organizations (as required), including:
  - Cost Center (Agency Budget Code and Pseudo Code)
  - Fund
  - Appointment
  - Authorized By
  - Background Check*
  - Bargaining Status
  - Budget Status
  - Check Distribution Code*
  - Compressed Work Week*
  - Check Distribution Code*
  - Essential Personnel*
  - High Risk Job*
  - Retirement System
  - Telework*
  - RSTARS Financial Agency
  - RSTARS Subprogram
  - RSTARS Unit
  - RSTARS Program
  - Authorized Percent

*Indicates an optional field. These fields should be entered when position requires the designation.

NOTE: RSTARS budget information should obtained from your designated Budget and Finance Partner.

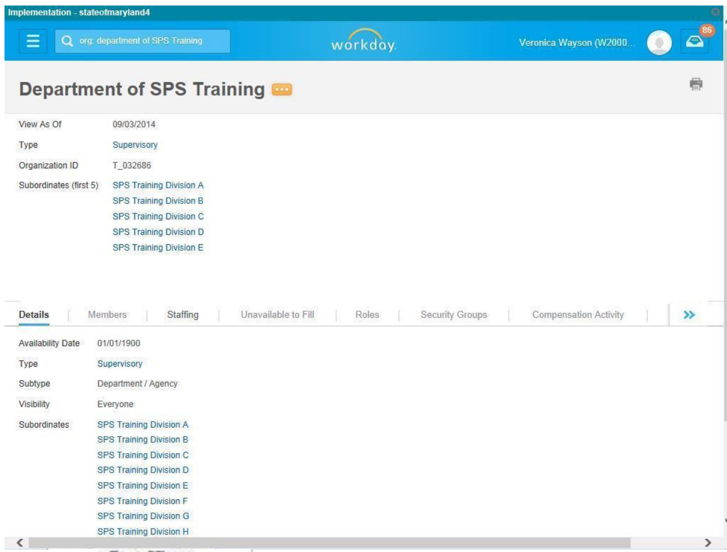
Create Position

The steps to initiate the Create Position process follow.

Procedure:

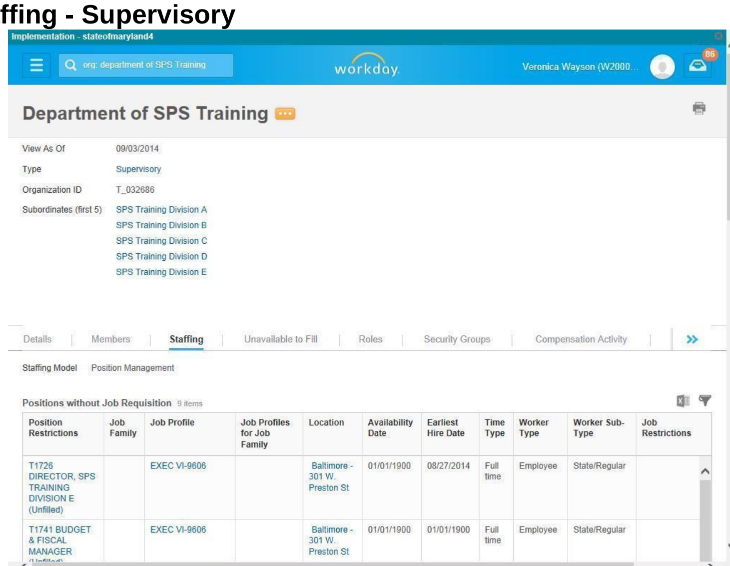
1. Type the name of the supervisory organization in the search field.
2. Click the Search  icon.
3. Click the supervisory organization hyperlink.

Supervisory Organization Details



4. Click the Staffing  tab.

Organization Staffing - Supervisory

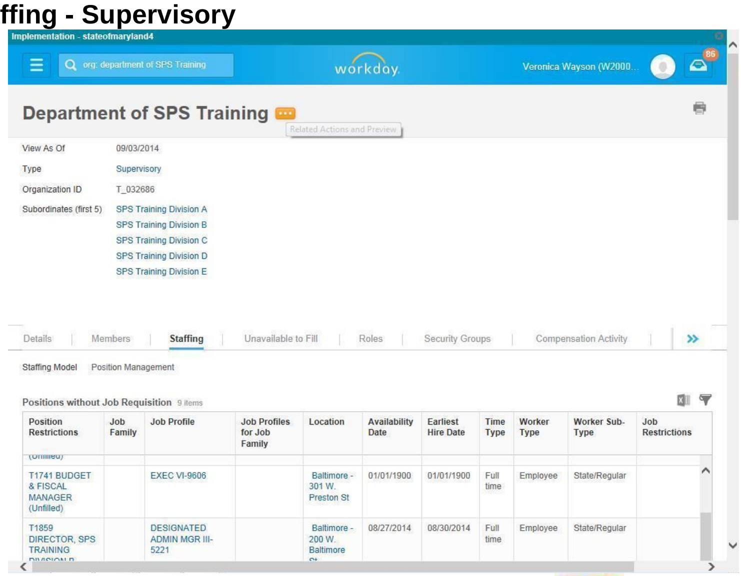


5. Review position information (i.e., “unfilled” positions and/or positions actions in progress). Determine if a position should be created.

Information: Position information that shows here includes:

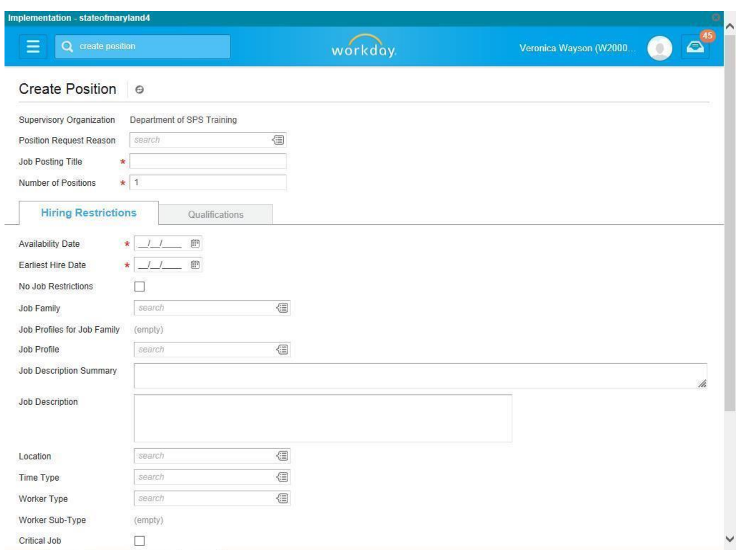
- **Positions without Job Requisitions:** Indicates positions that have been created but have not been filled (via JobAps recruitment or direct hire in Workday). These positions displays as “unfilled”.
- **In Progress Position Actions:** Review Create Position events that have not been completed in Workday.

Organization Staffing - Supervisory



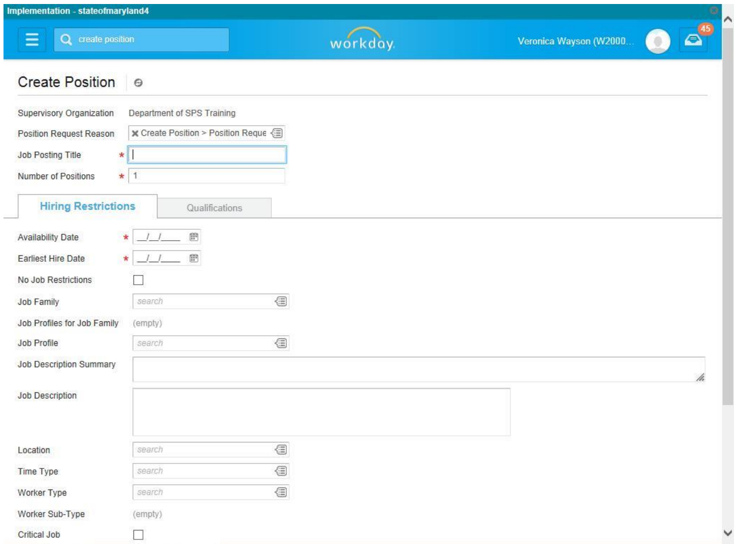
6. To create a position, click the Related Actions and Preview  button next to the supervisory organization.
7. In the menu, hover over Staffing and then click Create Position.

Create Position



8. Type or use the prompt to select the Position Request Reason.

Create Position



9. Enter the Job Posting Title.

Information: This is the Working/Business Title you will see for the event. For example: Accountant Fiscal Services.

10. Change the number of positions from "1", to another number, if applicable.
11. Use the Calendar icon to select the Availability Date.
12. Use the Calendar icon to select the Earliest Hire Date.

Caution: Do not enter a value in the Job Family field.

13. Type or use the prompt to select the Job Profile (Class Title).

Information: You can search in this field based on the abbreviations in the current Salary Plan and in the Workday Job Catalog.

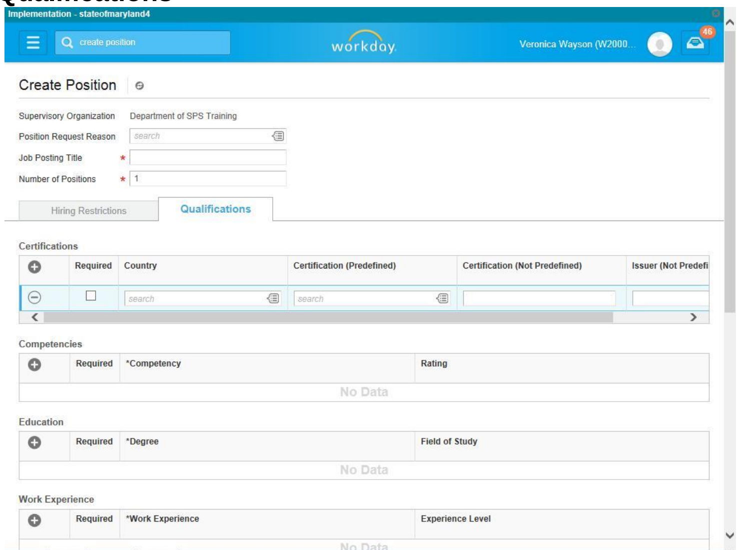
Information: The Job Description may populate based on what is entered for the Job Profile. If it does not populate, they will have to be entered manually.

14. Type or use the prompt to select the Location.
15. Type or use the prompt to select the Time Type.
16. Type or use the prompt to select the Worker Type.
17. Type or use the prompt to select the Worker Sub-Type.

Caution: The Worker Type and Worker Sub-Type fields must correspond with the Position Request Reason entered above.

18. If you want to add qualifications to the position, including Responsibilities or Work Experience, click the Qualifications tab.

Create Position: Qualifications



19. Click the Add Row icon in the applicable section (i.e., Responsibilities and/or Work Experience) to add qualifications.

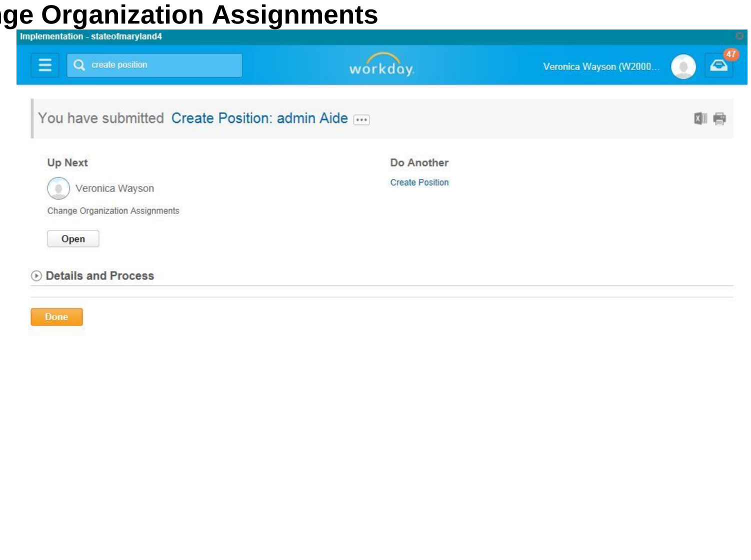
Information: This information comes from the MS-22 Position Description form.

20. Click the Submit button. This will submit the position request and route to the next step in workflow.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

Next Step: Change Organization Assignments



21. The next step in the process is Change Organization Assignments. Click the Open **Open** button to start the next task in the business process.

Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

22. The System Task is complete.

Change Organization Assignments

When a new position has been created, you must assign organizations to the position. This includes the company, cost center, fund, and other applicable organization values.

NOTE: RSTARS budget/finance codes should be obtained from your designated Budget and Finance Partner.

Procedure:

Information: If you did not assign organizations directly after creating the position, access this task from your Inbox. Look for a task that begins with "Assign Organizations: Create Position:" The position name will be in the task description.

1. Complete the following fields:

Field Name	Description	Values
Company	Required. This is company name.	Enter value in **Company**. **Example:** State of Maryland
Cost Center	Required. Used for position budget reporting. They are a fifteen-digit number that combine the agency code, program, sub-program, and pseudo code used in the State of Maryland Appropriation/Budgetary Codes. This field should be completed for all Positions and will default with a value.	Enter value in **Cost Center**. **Example:** 112233445566778
Fund	Required. Used to designate the primary funding type for the Position. This field should be completed for all Positions and will default with a value.	Enter value in **Fund**. **Example:** 01 General
Appointment	Optional. Used to designate if the Position is a Special Appointment or Political Special Appointment. This field should only be completed if the Position is either of these values.	Enter value in **Appointment**. **Example:** Special Appointment
Authorized By	Required. Used to designate who authorized the creation of the Position. This field should be completed for all Positions.	Enter value in **Authorized By**. **Example:** 01 General Assembly
Authorized %	Required. Used to designate the headcount authorized for the Position. This field should be completed for all Positions.	Enter value in Authorized % Example: 100
Background Check	Optional. Used to designate if the Position requires a background check. This field should only be completed when the Position requires a	Enter value in **Background Check**. **Example:** Background Check Required

Field Name	Description	Values
	background check according to the law or as approved by DBM.	
Bargaining Status	Required. Used to designate if the Position participates in bargaining or not. This field should be completed for all Positions.	Enter value in **Bargaining Status**. **Example:** Yes or No
Budget Status	Required. Used to designate if the Position is budgeted through Position Control. This field should be completed for all Positions.	Enter value in **Budget Status**. **Example:** Budgeted Position
Check Distribution Code	Optional. Used to designate the Check Distribution Code. This field is optional depending on whether the Agency utilizes Check Distribution Codes	Enter value in **Check Distribution Code**. **Example:** 001
Compressed Work Week	Optional. Used to designate if the Position is eligible for a Compressed Work Week. This field should only be completed is the Position is eligible for a Compressed Work Week	Enter value in **Compressed Work Week**. **Example:** Eligible for Compressed Work Week
Drug Sensitive	Optional. Used to designate if the Position requires a drug screen according to the personnel drug testing regulations. This field should only be completed when the Position requires a drug screen.	Enter value in **Drug Sensitive**. **Example:** Drug Sensitive Designation
Essential Personnel	Optional. Used to designate if the Position is identified as an essential worker. This field should only be completed when the Position is essential.	Enter value in **Essential Personnel**. **Example:** Essential Personnel
High Risk Job	Optional. Used to designate if the Position is identified as high risk. This field should only be completed when the Position is high risk	Enter value in **High Risk Job**. **Example:** High Risk Job
Retirement System	Required. Used to designate the Retirement System associated with the Position. This field should be completed for all Positions.	Enter value in **Retirement System**. **Example:** 00 Not Eligible
Telework	Optional. Used to designate if the Position is eligible for a Telework. This field should only be completed is the Position is eligible for Telework.	Enter value in **Telework**. **Example:** Eligible for Telework
RSTARS Financial Agency	Required. Used to identify the RSTARS Financial Agency code. This field should be completed for all Positions, and the information should be obtained	Enter value in **RSTARS Financial Agency**. **Example:** B75

Field Name	Description	Values
	from the Agency Budget Finance Partner.	
RSTARS Subprograms	Required. Used to identify the RSTARS Subprogram. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in **RSTARS Subprograms**. **Example:** 7510
RSTARS Unit	Required. Used to identify the RSTARS Unit. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in **RSTARS Unit**. **Example:** B75801
RSTARS Program	Required. Used to identify the RSTARS Program. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in **RSTARS Unit**. **Example:** 00

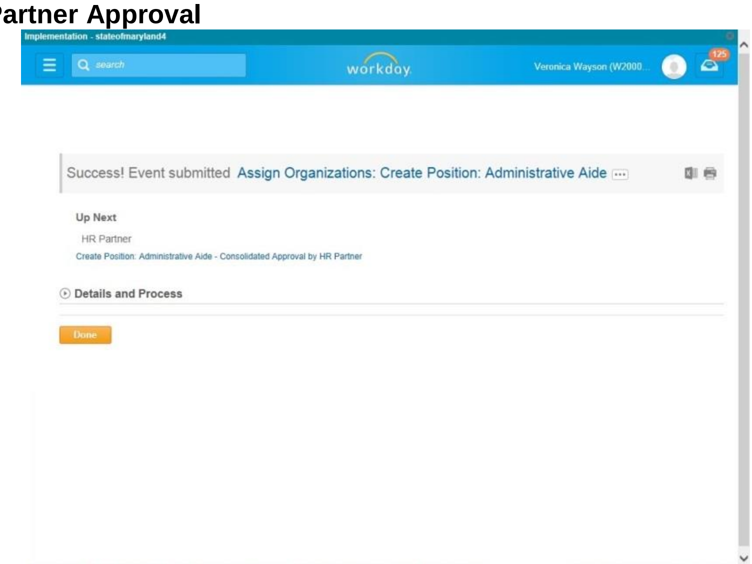
NOTE: If you do not have RSTARS budget codes at the time you complete this page, they can be entered later by searching for the position and using the related actions for the position. Select Organizations and then, Change Organization Assignments.

2. Click the **Submit** Submit button.

Tip: If you do not want to submit a task at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

Next Step: HR Partner Approval



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

3. The next step in the business process is HR Partner approval. Click the Done Done button.
4. The System Task is complete.

Assign Costing Allocation

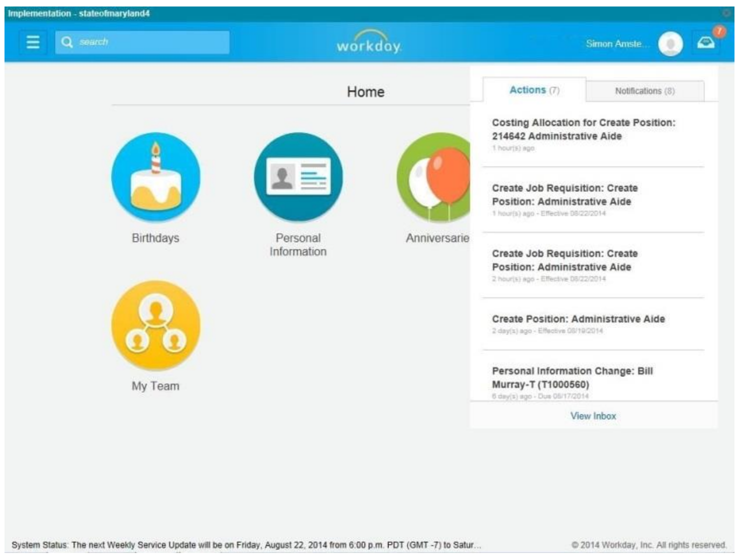
After the position request has been approved, the costing allocation needs to be assigned before a job requisition is created. This step only needs to be performed if allocation is not 100% in the default fund.

A "*Costing Allocation for Create Position*" task will be available in your Inbox. The Job Title for the position is included in the task name.

Procedure:

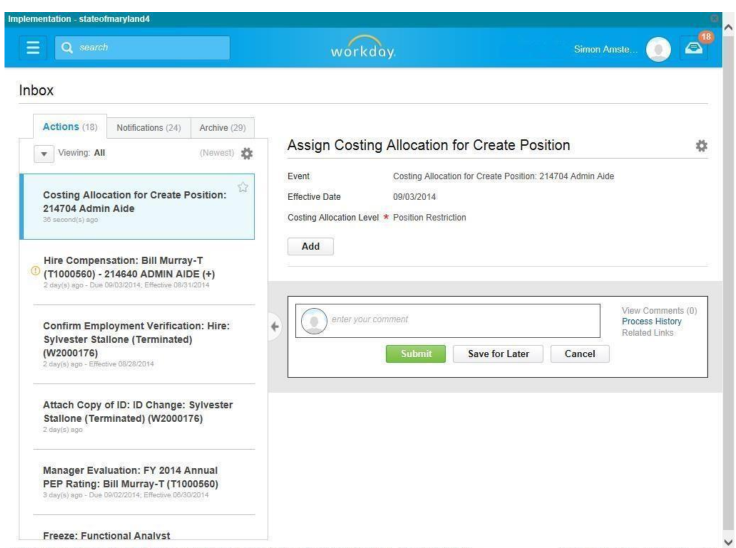
1. Click the **Inbox** icon.

Home



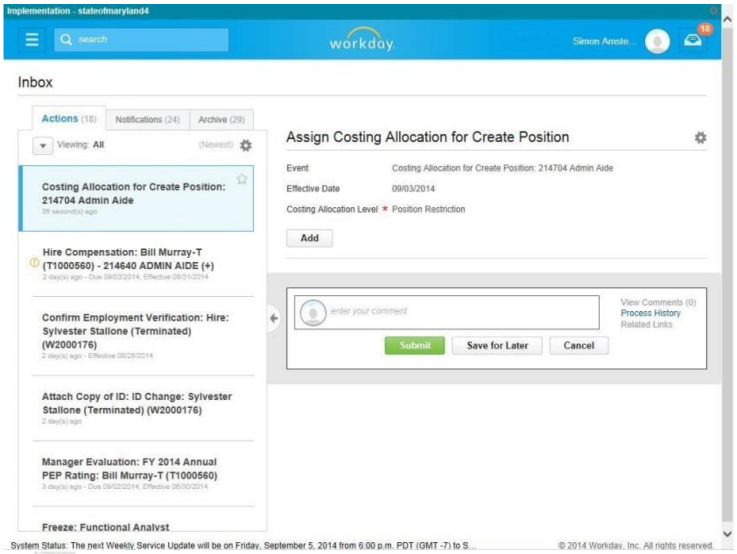
2. Click the View Inbox hyperlink to view task details.

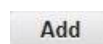
Inbox



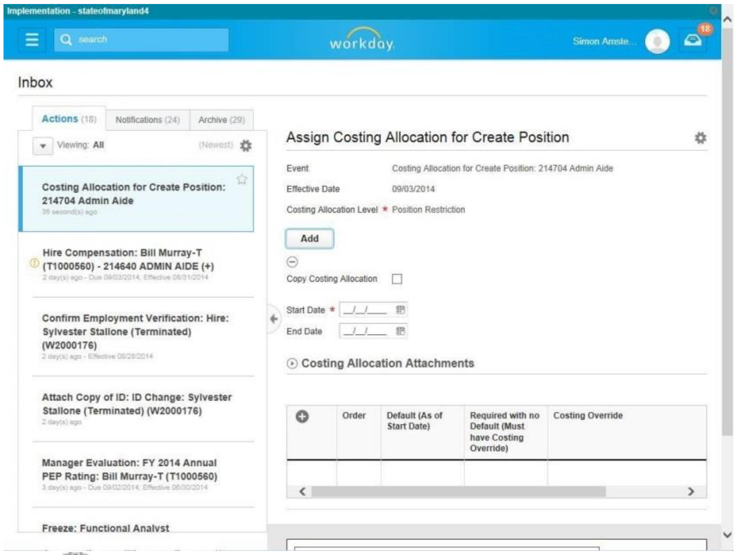
3. On the Actions tab, identify and click the "Costing Allocation for Create Position" task in the list. The task will include the Job Title for the position.

Inbox



4. Click the arrow  to expand the view of the page.
5. Confirm that the task contains the right position. Then, click the Add  button.

Inbox



6. Use the Calendar  icon to select the Start Date.
7. In the costing allocation table, click the Add a New Row  icon.
8. In the Costing Override column, type or use the prompt to select the appropriate fund.

9. In the Distribution Percent column, type the distribution percent.

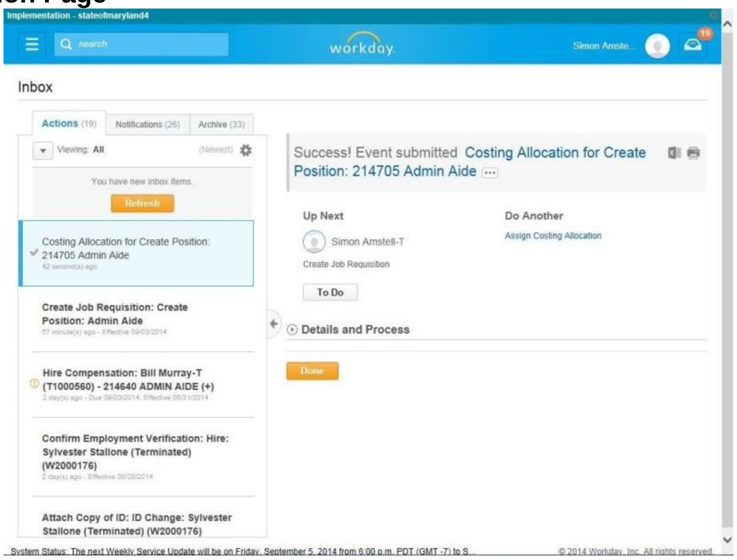
Information: More than one fund can be entered by adding additional rows. The fund information will come from Budget/Finance personnel. The Distribution Percent must add up to 100%.

10. To add another fund, click the Add a New Row icon. Then enter the fund and distribution percent.
11. Click the **Submit** Submit button.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

a. Click **Save for Later** to save your changes but not submit.
b. Click **Cancel** to cancel the process and start at another time.

Inbox: Confirmation Page



12. The next task displays on a new page as "Create Job Requisition." To open the task, click the To Do To Do button.

Information: If you want to complete the Job Requisition at a later time, click the **Done** button. The next step in the business process is for the job requisition to be created.

Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

13. The System Task is complete.

Create a Job Requisition

After the position has been created and approved, the next step in the business process is Create Job Requisition. There is an item in your Inbox to create a job requisition for the newly created position.

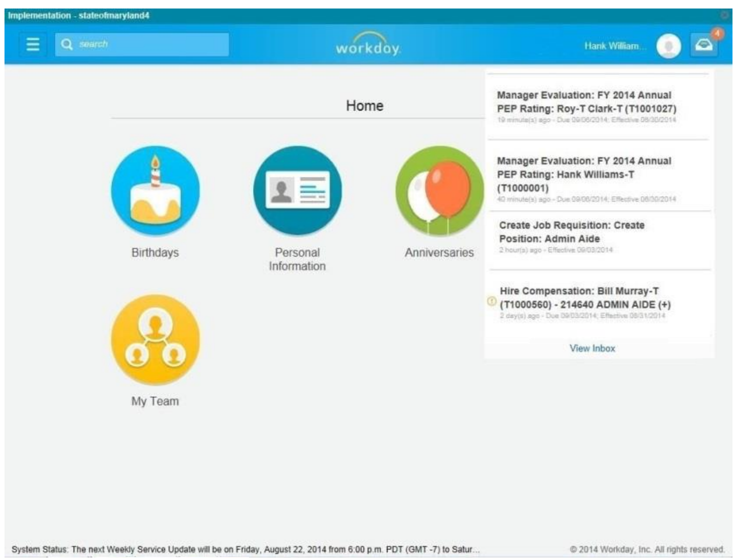
NOTE:

- Job requisitions are only completed when a recruitment is required in JobAps or if there is an overlap in a position.
- You can also create a Job Requisition for existing vacancies that require a JobAps recruitment. Search for the open position(s) on the **SPMS View All Positions** report. Use the related actions menu for that position to select **Job Change** and then **Create Job Requisition**.
- Note that a Job Requisition in Workday is different than a Job Requisition in JobAps. The Workday Job Requisition allows the position to be sent to JobAps as an available to fill position through the daily integration. The JobAps Job Requisition is used by Agencies to set up all the information regarding the recruitment process for that position in JobAps.

Procedure:

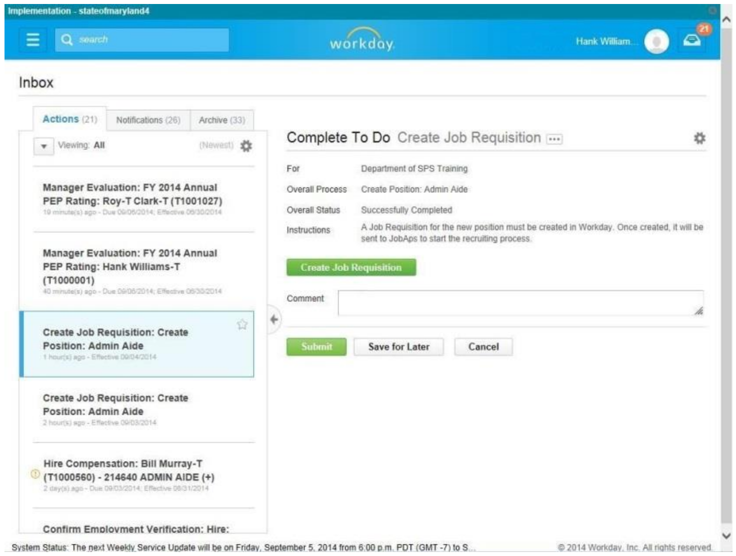
1. Click the **Inbox** icon.

Home



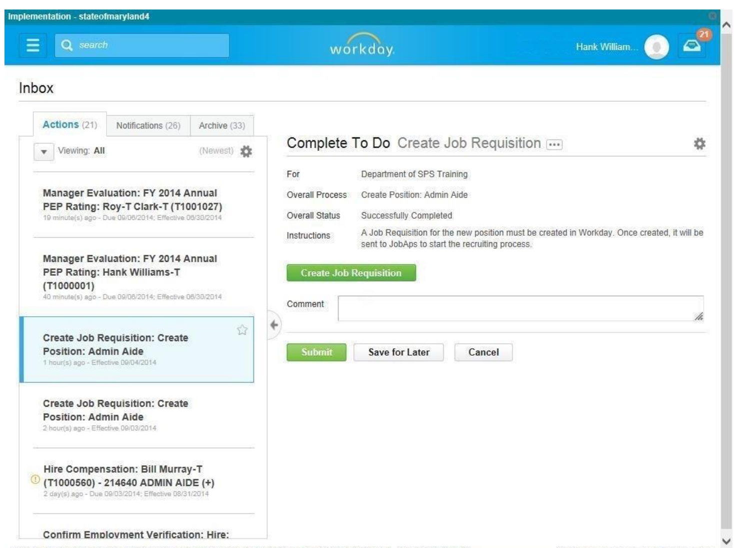
2. Click the **View Inbox** View Inbox hyperlink.

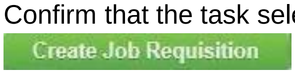
Inbox



3. On the Actions tab, click the “Create Job Requisition: Create Position" task for the position that you created.

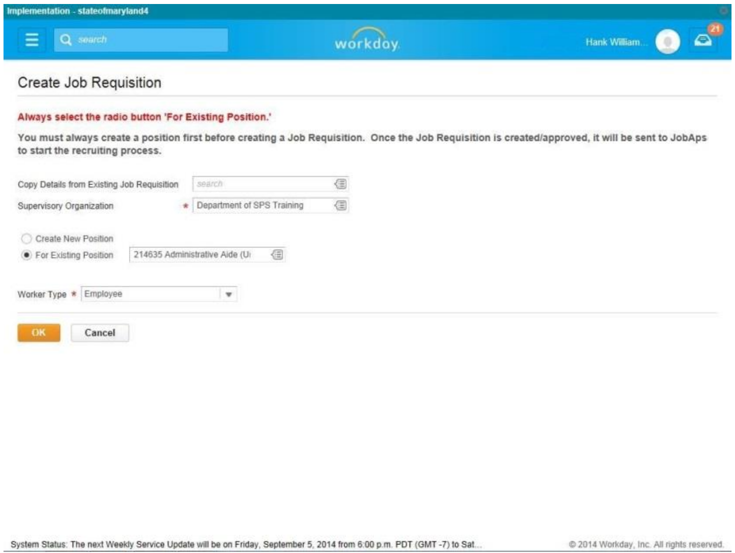
Inbox



4. Click the arrow  expand the view of the page.
5. Confirm that the task selected is for the right position. Then, click the Create Job Requisition  button.

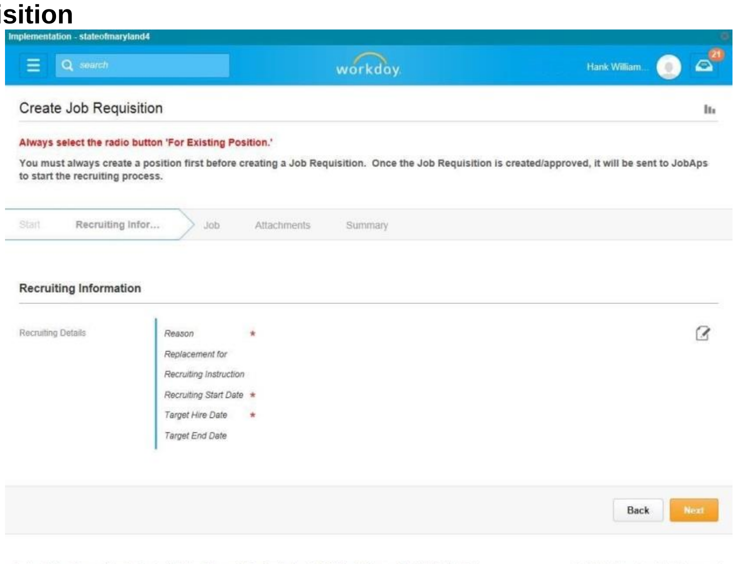
6. Type or use the prompt to select the Supervisory Organization where the position belongs.
7. Click the **For Existing Position**  radio button.
8. Type or use the prompt to select the Existing Position. This is the position you created.

Create Job Requisition



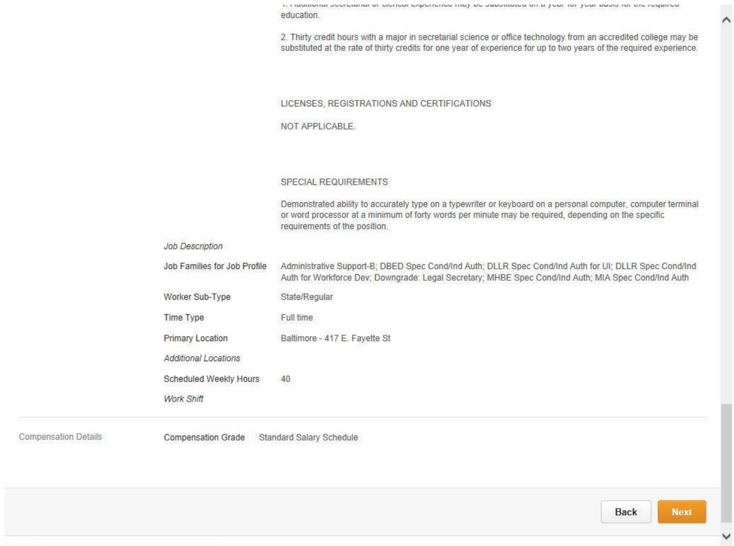
9. Type or use the prompt to select the Worker Type. This should be the same worker type entered for the position.
10. Click the **OK** button.

Create Job Requisition



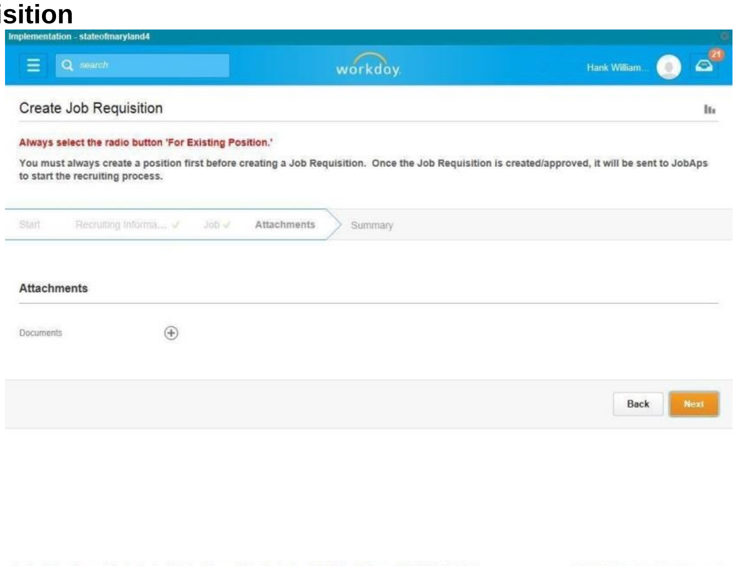
11. In the Recruiting Details section, click the Edit icon. Fields in this section will open to be updated.
12. Type or use the prompt to select the JobAPs > JobAPs Recruitment Reas
13. Use the Calendar icon to select the Recruiting Start Date.
14. Use the Calendar icon to select the Target Hire Date.
15. Click the **Next** button.

Create Job Requisition



16. Review the information on the Job page. Then, click the Next  button.

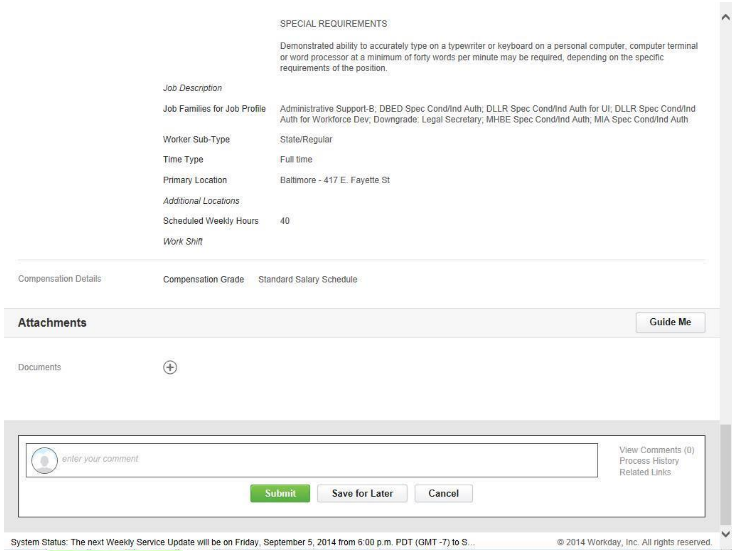
Create Job Requisition

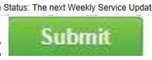


17. No attachments are necessary. Click the Next  button.

Information: The Summary page displays all information that you entered on the previous pages.

Create Job Requisition



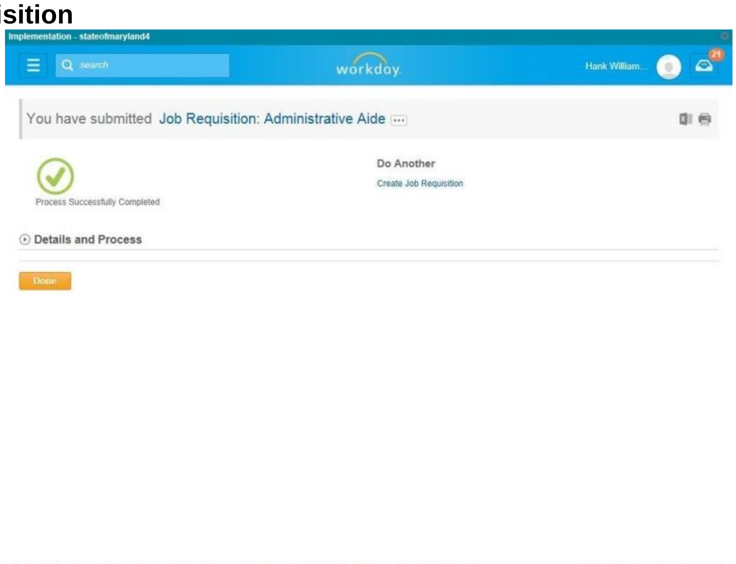
18. Click the **Submit** 

button.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

a. Click **Save for Later** to save your changes but not submit.
b. Click **Cancel** to cancel the process and start at another time.

Create Job Requisition



19. Click the Done 

button.

Information: This is the last step of this business process. The Hire business process will be used to hire someone in to the position. See the *Hire* user guide for more details.

20. The System Task is complete.

Check the Status of a Business Process

The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

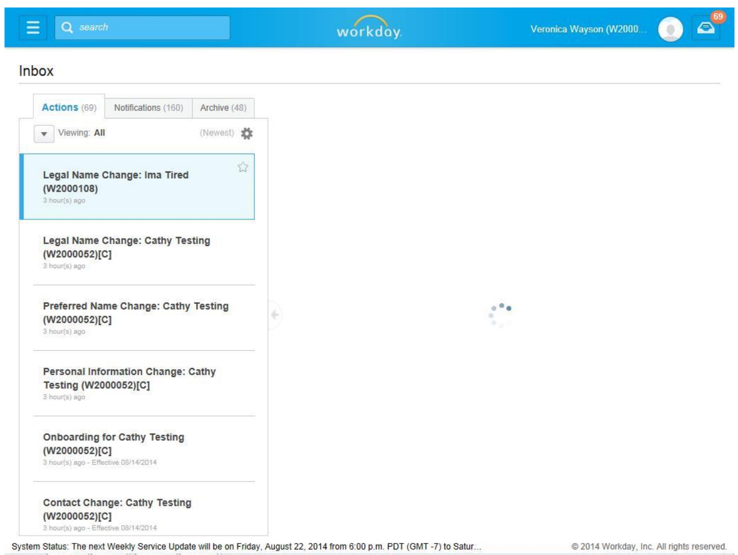
The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox** 

hyperlink.

Inbox

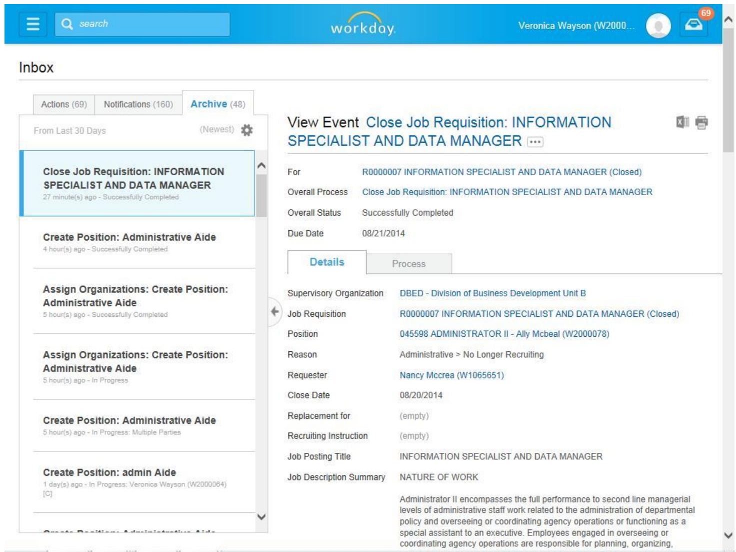


3. Click the **Archive** 

tab.

Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

Inbox

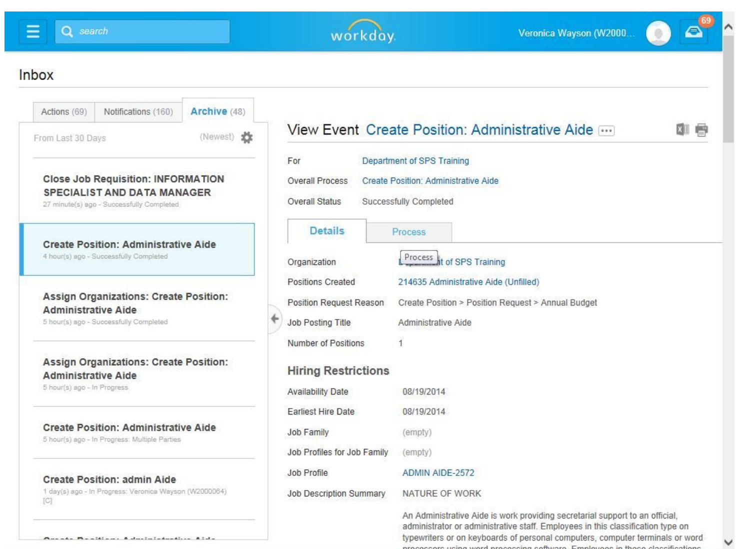


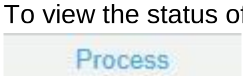
4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.

Information: The overall status of a business process displays as….

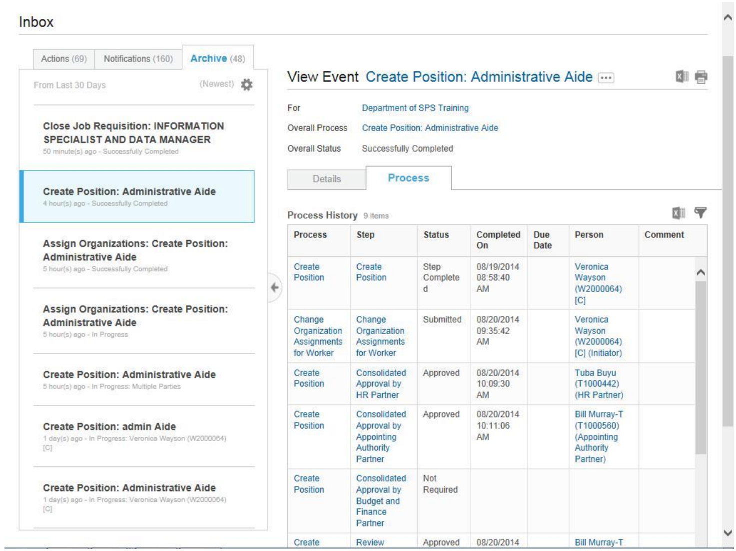
- “Successfully Completed” when required steps in the process are have been completed.
- “In Progress” when there are some tasks awaiting action by someone in the business process routing.

Inbox



7. To view the status of individual tasks in a business process, click the **Process**  tab.

Inbox



8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.